



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

---

## **SPECIAL INVESTIGATOR ASSISTANT**

**\$2,987 - \$3,497**

**INVESTIGATION DIVISION – CRIMINAL OPERATIONS POINT OF SALE  
SACRAMENTO**

**RESPONSIBILITIES:** Under close supervision and within a regional office, incumbent directly supports the activities and responsibilities of the Supervising Fraud Investigator II or designee and/or the activities of an investigative team(s). In furtherance of those activities and as directed, Special Investigator Assistants collect, organize, and analyze documents related to assigned cases. Other investigative support activities also required are completing research in support of Investigation Division Regional Office assignments utilizing various computerized databases. Special Investigator Assistants also complete various investigative support activities and complete the review of suspected fraud cases. ***Fingerprinting and background check are required.***

### **DESIRABLE QUALIFICATIONS:**

- Proven ability to participate with other personnel in joint problem solving.
- Ability to complete delegated assignments.
- Ability to act independently upon notification by written or verbal instruction.
- Experience in working with various computer software (i.e. Microsoft Word, Excel, and Access).
- Possesses excellent verbal and written communication skills, including experience in preparing written reports.

### **WHO MAY APPLY:**

Applications will be accepted from current State employees at the Special Investigator Assistant level, those with transfer eligibility, or those with list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or certification list eligibility) on the state application.***

**All applicants**, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

09/24/14MF

---

### **DO NOT SUBMIT APPLICATIONS TO CalHR**

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

---



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

---

**APPLICATION PROCEDURE:**

Please mail a completed standard [State Application STD 678](#) and proof of meeting the minimum qualifications of the classification to Maria Fuentes, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE "Special Investigator Assistant, PSN #413-141-8611-xxx" ON THE STATE APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call Maria Fuentes at (916) 492-3309

**FINAL FILING DATE:** Wednesday, October 8, 2014 by 5:00 p.m. – Close of Business

**NOTE:** Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.

---

09/24/14MF

**DO NOT SUBMIT APPLICATIONS TO CalHR**

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

---

Consumer Hotline (800) 927-HELP • Producer Licensing (800) 967-9331